

## SUPERINTENDENT OF WATER DISTRIBUTION

### NATURE OF WORK

This is responsible administrative, professional and technical work in the supervision, maintenance repair, and technical control of the water distribution system.

Work involves administrative responsibility for maintaining water service to consumers through efficient operation and maintenance of the distribution system piping network while maintaining and repairing water meters to insure a fair and equitable billing to the consumers. Work requires professional knowledge of hydraulics as applied to water distribution. An employee of this class is responsible for coordinating, planning, and supervising (through subordinate supervisors) the overall program of maintaining and improving the water distribution system; and reviews all construction plans of the distribution system to determine their adequacy in meeting service and fire requirements. Supervision is received from the Public Utilities Coordinator with work being reviewed through operating reports and procedures and achievement of stated objectives. Supervision is exercised over subordinate supervisors who, in turn, supervise a large group of subordinate employees.

### EXAMPLES OF WORK PERFORMED

Plans, assigns, and coordinates the work of subordinate supervisory personnel in all phases of water distribution such as construction, installation, and the repair and maintenance of water mains, meters, fire hydrants, service connections, valves, and appurtenances.

Directs and coordinates the development of methods and procedures to increase efficiency of the distribution system; coordinates the reconstruction and maintenance work on the distribution system; and assists the Public Utilities Coordinator in the development and review of plans for new and improved water distribution systems.

Supervises and participates in the preparation of operation, cost, and technical reports on the water distribution operations; assists in the preparation and implementation of the annual budget for the water distribution section of the water division.

Oversees the inventories of materials and replenishment of pipe, hydrant, meters, fittings, couplings, valves, and other necessary supplies.

Provides hydraulic evaluations of the distribution system in order to provide domestic and commercial water use demands, fire flow protection demands, and recommended solutions to localized distribution system problems.

Performs related work as required.

**DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of the materials, methods, practices and equipment used in the reconstruction, maintenance, and repair of the water distribution systems.

Considerable knowledge of the principles and practices of civil engineering as applied to water distribution, main hydraulics, and construction.

Considerable knowledge of sound methods of management and effective supervisory techniques.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to perform as the owner in capital construction or repair projects.

Ability to interpret rules, regulations and policies; and to make decisions in accordance with established precedent.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to plan, coordinate, and direct the work of subordinate supervisory personnel.

Ability to prepare clear and comprehensive technical and administrative reports.

Ability to establish and maintain good working relationships with City officials, employees, contractors, and the general public.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in mechanical or civil engineering plus considerable supervisory experience in hydraulic evaluation and the operation and maintenance of water distribution systems.

Registration as a Professional Engineer by the State of Nebraska and possession of a Class I Nebraska Water Operator's Certificate or equivalent.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in mechanical or civil engineering plus management-level experience in the supervision of a water

distribution system; or graduation from a senior high school or equivalent with college-level course work in mechanical or civil engineering with considerable management experience at the superintendent level in water distribution; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a Class II Nebraska Water Operator's Certificate or equivalent; or the ability to obtain such within the first six (6) months of appointment.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

5/82

Revised: 12/91

PS5351